



Montana
Office of Public Instruction
Denise Juneau, State Superintendent

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To: ACT Plus Writing Test Supervisor
From: Judy Snow
Date: March 14, 2013
Re: ACT Plus Writing E-Grant

Dear ACT Plus Writing Test Supervisor:

The GEAR UP grant which provides the ACT Plus Writing for all public school juniors includes funds to assist with costs related to the administration of the test. These funds will be available to you through the Office of Public Instruction E-grant system. Schools may begin applying for the grant March 18, 2013. Your school's Authorized Representative (AR) and District Clerk are experienced in applying for these grants. Please work with them to complete the grant application.

In order to prepare for the application process, you may want to:

- Inform your AR and/or District Clerk about the grant and ask for the amount allotted to your school as well as the list of questions on the Budget Narrative page.
- Use the attached Budget Guidance Memo to help you draft your detailed budget and your budget narrative.
- Remind your AR and/or District Clerk to add your contact information to the Contact Page.
- Remind your AR and/or District Clerk to add your email to the ACT Plus Writing Approval/Disapproval E-mail Notification (This will let you know if your application was approved or whether you need to make an amendment).

If you have any further questions about the ACT Plus Writing grant, please contact Ashley Makowski at 406-444-3511 or amakowski@mt.gov.